

9 May 1961

MEMORANDUM FOR THE RECORD

On 7 April 1961, Mr. Willaim J. Reilly, National Archives and Records Services, requested that CIA give him the material which we put together for our Shelf Filing Workshop. Mr. [ ] and I agreed that we would gladly help ~~him~~ in any way we could. Mr. Reilly felt our material would be a good beginning for their government-wide workshop. The Workshop consists of 21 slides, a tape recording of an actual workshop, an **Announcement**, a Student Work Plan, a Handout Kit of literature collected from local Office equipment representatives, and a Critique sheet.

Today, 9 May 1961, [ ] Employee Activity Branch, Office of Security, reviewed **this** material and gave verbal permission to the Records Management Staff to give the workshop material to the National Archives. [ ] cautioned us on cutting out of the tape references to such things as office symbols or names, and employee names. Editing of the tape is now in process and the entire workshop will be given to National Archives in about 2 weeks.

